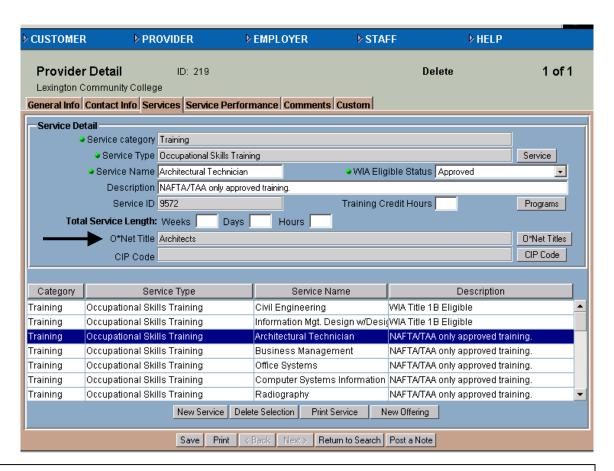
Trade Act Assistance TAPR Field Locations

Revised 04/15/2005

All current business requirements for the TAPR have been identified by the below screen prints. Certain fields located within EKOS are not green dotted required fields but are required to be completed for the report.

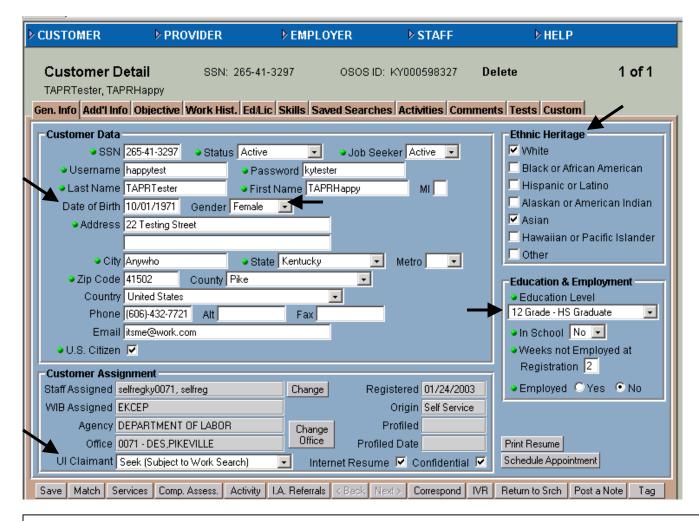
Reported on the TAPR should be what was happening with the customer at the time he/she was determined eligible for the Trade Program.

Table of Contents: Page 2-8 (EKOS TAPR Field Locations)



Occupational skill training code

The system will take the ONET code from the Provider Module / Services / O*NET Title field related to the seeker service row used for the 'Date Completed, or Withdrew From Training' which best describes the occupation that the training leads to.



State Name

Defaults to Kentucky—system generated field on report

Individual Identifier

The OSOS ID is automatically assigned by system—system generated field on report

Date of Birth

Gender

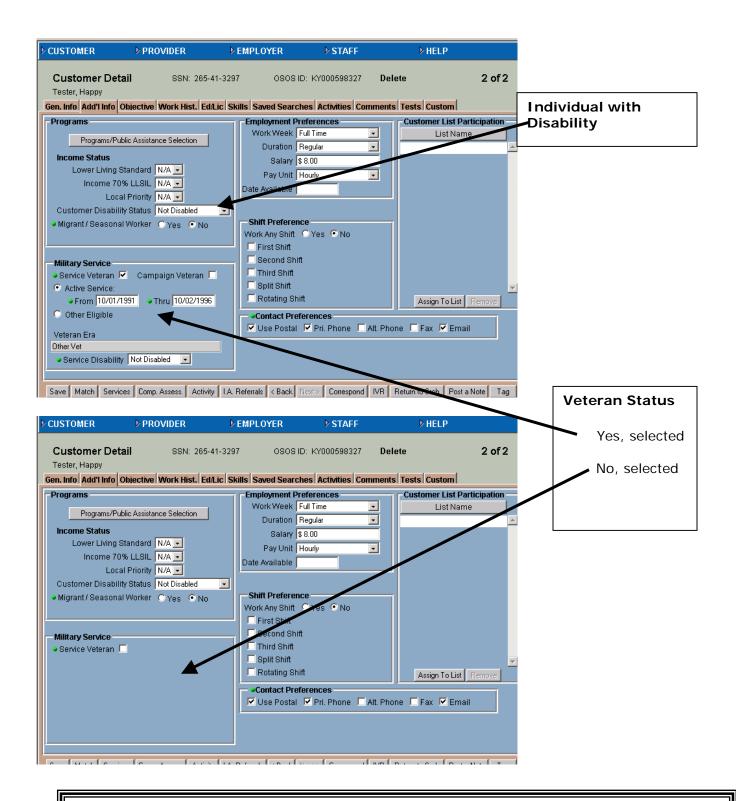
Ethnicity

- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

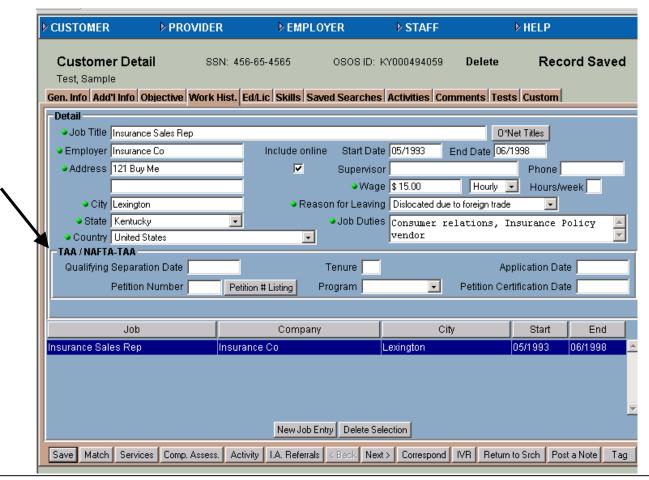
Unemployment Compensation Status

Records the code indicating which classification best describes the individual's UI Claimant status at the time of the Trade application.

Highest School Grade Completed



Staff should also click on the "Programs/Public Assistance Selection" button and select "Yes" for any Programs that is currently serving the customer. Various reports are generated from this section of EKOS including co-enrollments on the WIASRD.



All the fields in the **TAA / NAFTA-TAA section box** should be completed when "Dislocated due to foreign trade" is selected as the 'Reason for Leaving". Once staff begins to enter data into this section all the fields will become green dotted required fields.

Most recent qualifying separation date

On TAA 858 form it is field labeled "Qualifying Separation" which is the end date for the job. In EKOS it is the "Qualifying Separation Date" on the Customer Module / Work History Tab that is associated with the trade-impacted employment that qualifies the individual to receive Trade assistance.

Tenure with employer at most recent qualifying separation

This is the total number of months the customer was employed with the employer of record as the applicant's most recent qualifying separation. To calculate this amount subtract the Start Date (month/year) and subtract it from the End Date (month/year) of the qualifying employer.

Date of Application

On the TAA 855 form it is the field called "Date of this Request". In EKOS it is the field labeled "Application Date" which is located in the Customer Module / Work History Tab / TAA / NAFTA-TAA section. This date is the first date the customer made a request for Trade funded services associated with the trade-impacted employment that qualifies the individual to receive Trade assistance.

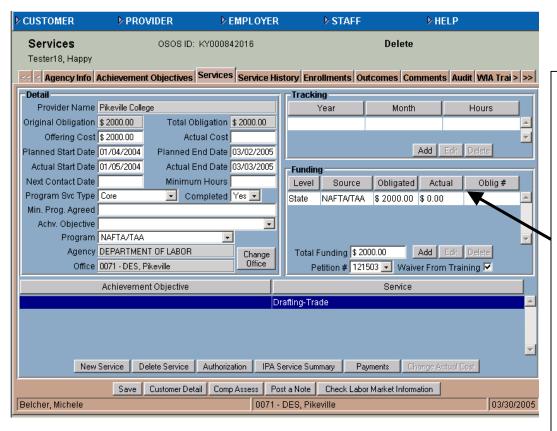
Petition Number

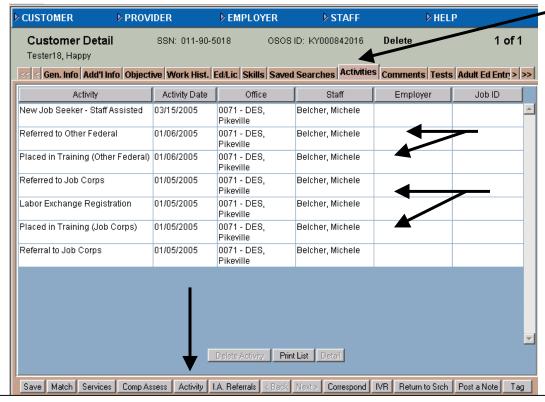
On the TAA 858 it is the field called "Petition Number". In EKOS in the Customer Module / Work History Tab / TAA'NAFTA-TAA section it is the field labeled "Petition Number" and is associated with the trade-impacted employment that qualifies the individual to receive Trade assistance.

Program -- Staff should select either NAFTA/TAA or TAA from the drop-down list, whichever is appropriate.

Petition Certification Date – get from DOL site under the column called 'Decision Date' that is associated with the petition number.

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Other Federal Coenrollments

Staff should record the appropriate activity to the customer record.

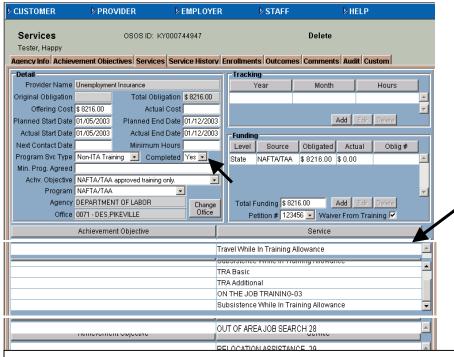
The system will be evaluating the funding streams of any WIA coenrollment and identify funding for Dislocated Worker (DW) or National Emergency Grant (NEG), then consider WIA funding for Youth (OY and YY) and Adults as "other federal job training".

Then if no WIA Adult, OY or YY funding is identified, check the seekers activities (Customer Module) to determine if any activity was entered for seeker service types "Placed in Training-Job Corp" or "Placed in Training-Other Federal" between the TAA enrollment and termination dates.

Then the appropriate response will be moved to the extract file.

A co-enrollment is when a WIA enrollment period overlaps the Trade Act enrollment period, but no WIA funds are used or a 'true co-enrollment' where there is an overlap in time and WIA funds are used to support trade act services. (Use of National Emergency Grant or WIA funds will trigger a WIA registration)

- a) Identify co-enrollments start or end date fall within the TAPR registration period
- b) The co-enrollments state date precedes the TAPR registration date.



Program of Participation

The program associated with the petition #. The system will look at the "Petition #" field that is attached to the funding stream.

Date of Participation

The system will evaluate all seeker service rows where the seeker service types are the 4 training types or the 6 allowance types associated to the TAA enrollment to determine the earliest actual_start_date. The earliest actual_start_date will be moved to the report.

Date Entered Training

The system will evaluate all training related seeker service rows of

'English as a Second Language (ESL)', 'Literacy Training', 'Occupational Skills Training', and 'On-the-Job Training (OJT)' associated to TAA and the petition number and will exclude rows where the training_waiver_flag is set then move the appropriate response (the earliest actual start date) to the report.

Date Completed, or withdrew from training

The system will evaluate all training related seeker service rows of 'English as a Second Language (ESL)', 'Literacy Training', 'Occupational Skills Training', and 'On-the-Job Training (OJT)' associated to TAA and the petition number and will exclude rows where the training_waiver_flag is set then move the appropriate response (the latest actual end date) to the report.

Training Completed

The system will evaluate the seeker service record verifying that the '**Completed**' field was completed and move the appropriate response to the report.

Trade Readjustment Allowances (TRA)

The system will evaluate all seeker service rows associated to the Trade Act enrollment to search for rows with specific seeker service type(s). It will be looking to determine if the seeker received 'Basic TRA', 'Additional TRA', 'Both Basic and Additional TRA' or did not receive any TRA then the appropriate response will be moved to the report. The funding should be the appropriate Trade Program funding stream source.

Date of Registration

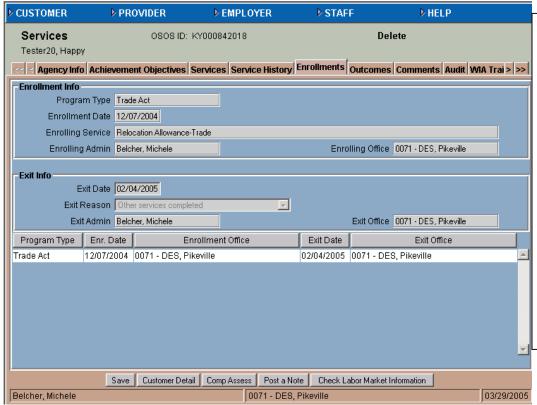
If the participant was registered for a WIA Title 1 program the system will select the earliest registration date for all associated WIA co-enrollments and place the appropriate response on the report. This will be pulled from the Services Module / Services Tab / Detail Section / Actual Start Date field.

Travel while in training
Subsistence while in training
Received Occupational Skills
(classroom training)
Received on-the-job training
Remedial Training
Job Search Allowance
Relocation Allowance

The system will evaluate all seeker service rows associated to the Trade Act enrollment to search for rows with specific seeker service type(s). If the seeker received one (or all) of the above services then the appropriate response will be moved to the report. The funding should be the appropriate TAA funding stream source. The system will ignore any seeker service row where the training_waiver_flag is set.

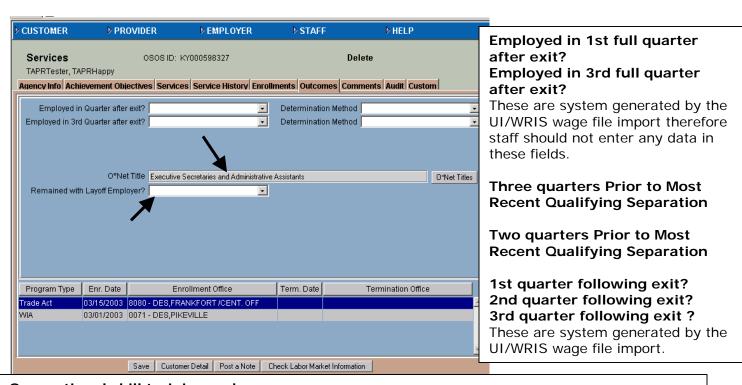
Waiver from training requirement

The checkbox for this appears once the petition # has been entered. This checkbox should be checked if the customer was placed on a waiver (based on one of the six criteria) and was determined TRA eligible in order for the customer to have access to HCTC (TAA program only).



Date of Exit

The system will record the last date the participant received Trade Act or WIA Title 1 funded services. For coenrollees it is the date of completion or known completion from Trade or WIA Title 1 funded services if that date is later. This date is the later of the Trade Act exit date or the coenrollment program exit date. This is pulled from the Services Module / Enrollments Tab / Exit Info Section / Fxit Date field.



Occupational skill training code

Use the occupational code that best describes the exiter's employment. The system will use employed occupational code on the wia_logging, wia_logging.occ_cd $\[\frac{1}{2} + \frac{1}$

Recalled by layoff employer

Record whether the participant was recalled by the employer where the qualifying separation took place. The system will evaluate the wia_logging.wia_reason_for_exit_cd and move the appropriate response on the report.

